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11 April 1957

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MEMORANDUM FOR: Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT : Weekly Activity Re

**I. COMPLETED PROJECTS**

1. Briefing

DC/PPS visited [ ] to provide a briefing on selected planning data to instructors who were unable to attend the first briefing.

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2. WE Country Program

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Comments were prepared for SPA-DD/S on the FY 58 WE Program.

3. JOT Program

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W A review of [ ] subject: "Junior Officer Training Program" revealed that each Deputy Director is required to nominate not less than five on-duty personnel who seem to meet the criteria established in the Regulation, for the JOTP. A check with the Chief, JOTP, revealed that no nominations had been made since the Regulation went into effect on 15 August 1956. A memorandum was prepared for the DTR to the three Deputies inviting their attention to this provision of the Regulation and suggesting that they bring this matter to the attention of the Heads of the Career Service under their jurisdiction.

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4. Reduction of Administrative Work Load

C/PPS completed a memorandum to the DD/S justifying and explaining the necessity for the semiannual report of language training undertaken at overseas stations and bases.

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**5. Language Development Committee**

The Chairman received written comments from the C/IAS, the Registrar, the DD/I member and the DD/P member on the first draft of Notice [redacted]. As a results of these comments, Draft 2 was prepared and presented to the Committee on Language Development at its meeting on 11 April.

**II. NEW PROJECTS**

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**1. Preparation of Training Materials for Wartime Use**

The problem of preparing overseas training materials for wartime use translated into several different foreign languages was discussed with [redacted]. It was determined that:

- a. A model curriculum should be worked out for various types of CS wartime programs as a first step.
- b. Training materials should then be selected to fit these programs and sanitized copies be prepared for translation. 25X1
- c. [redacted] will undertake to determine the feasibility of using two OTR contract employees as translators.
- d. [redacted] will also determine the feasibility of utilizing some of the contract employees now under the control of SR/DOB.

**III. PROJECTS IN PROCESS**

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**1. PP/PM Seminar**

The sixth session of PP/PM Seminar is to be held on 11 April.

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**SECRET****SUBJECT: Weekly Activity Report #15****2. NEA Training****a. Special Curriculum for NEA EOD Personnel**

A special course schedule has been tentatively set up for new NEA Division EOD personnel who are slated to report prior to 1 September 1957. It is envisaged that the new personnel will be trained in groups of twenty—approximately two increments a year. The schedule calls for an eight-month training cycle including IO, OC, and a three-month special area and language course. OTR will assume responsibility for the personnel during the training phase. As soon as a few adjustments are made in the OC for 1958, the schedule will be submitted for coordination and approval.

**b. NEA Training Requirements**

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Meetings of representatives of NEA/1 and NEA/2 were scheduled

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**3. Guest Lecture SIC**

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At the request of the DDTR, C/PFS arranged a meeting with [ ] visiting lecturer at the School of Advanced International Studies, John Hopkins University. [ ] has agreed to present a lecture in his field, subject and date not yet specified, and some time later a seminar to a selected group of OTR. DD/I and DD/P personnel on Agency primacies under OTR sponsorship. [ ] are meeting with [ ] on 12 April to discuss the details and to establish dates for [ ] appearances.

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**4. Incentive Awards Program**

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Out of 17 outstanding suggestions, we forwarded 13 evaluations to the Suggestion Awards Committee and promised to forward 3 more within a week. In addition we advised the Chairman of the Committee that it

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might be well to establish some criteria for the guidance of all who are moved to make suggestions for the improvement of Agency operations.

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5. Regulation 

In the light of the contents of the Johnson Bill which was reported out of committee on 10 April, the draft revision to  is being further revised to incorporate the training agreement between the employee and the Agency whenever employees are enrolled in external programs.

IV. MEETINGS ATTENDED

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1. Support Planners Meeting

On Monday, 8 April, Support Planners were briefed by the Chief of the Administrative Staff, SE Division, and  Operations Officer in the Division, on the FY 1958 Program.  indicated that there may be increased interest on the training of case officers in the Action subjects.

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2. IBM Coding

W On 10 April, C/PPS chaired a meeting attended by representatives from ORR, Commo, Security, Personnel and Logistics to reach an agreement on incorporating the Registrar's records of these various components into an Agency training records system. It was concluded that ORR with O/Pers will devise a coding system for all non-OTR conducted formal training throughout the Agency, using the 1026 Form for reporting training under the 5 per cent policy as a basis. Once the code system is completed, it will be referred to all components for review and approval. Upon approval and completion of the integration of OTR's records into an IBM system, the OTR task force will move to each component in turn until all records representing the backlog have been transferred to the new system. Current reporting on the Form 1026 is all that is required by OTR for compilation and coding of the master training record.

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